

Notice To Vendors: State Employee Receipt of Gifts and Event Attendance

As the holiday season approaches, it is important to remind our many valued vendors that the State Uniform Ethics Code prohibits State employees from accepting any gift, favor, service or other thing of value related in any way to their public duties. Questions regarding this State of New Jersey policy often arise at the end of the year when businesses may routinely send gifts to their customers. While we certainly value all the relationships that we have established with our vendors, please understand that as public agencies we simply cannot accept any gifts.

Accordingly, any gift that is offered to or received by an employee or his/her spouse, immediate family member, partner or associate must be immediately reported and remitted to the agency's Ethics Liaison Officer. These gifts will be returned to the giver or donated to an approved charitable organization if the item is perishable and return is not practical.

Employees are also prohibited from accepting invitations to attend events or functions, including holiday parties, sponsored by interested parties and therefore must decline such invitations.

The State Ethics Commission Rules define an "Interested Party" as:

1. Any person, or employee, representative or agent thereof, who is or may reasonably be anticipated to be subject to the regulatory, licensing or supervisory authority of the State official's agency;
2. Any supplier, or employee, representative or agent thereof;
3. Any organization that advocates or represents the positions of its members to the State official's agency; or
4. Any organization a majority of whose members are as described in paragraphs 1 through 3 above.

We ask that all vendors please respect these rules and refrain from sending any gifts or inviting state employees to any functions.

Thank you for your anticipated cooperation. We wish you a happy holiday season.